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## Professional Responsibilities and Procedures Committee Annual Report, March 2017

Utah State University

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## **Professional Responsibilities and Procedures Committee (PRPC) Report**

**March 2017**

The Professional Responsibilities and Procedures Committee members for AY 2016-2017 are:

Agriculture and Applied Sciences - Heidi Wengreen  
Business - Dan Holland  
Arts - David Wall  
Humanities and Social Sciences - Terry Peak  
Education and Human Services - Bob Morgan –  
Engineering - Heng-Da Cheng  
Natural Resources - Terry Messner  
Science - Richard Cutler  
Libraries - Jennifer Duncan  
Extension - Jerry Goodspeed (Chair)  
RCDE - Camille Fairborn  
USU Eastern - Steve Nelson  
Senate - Arthur Caplan  
Senate - John Gilbert

The Professional Responsibilities and Procedures Committee advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration. The following is a summary list of code changes presented to the Faculty Senate in this academic year in the order of the dates in which PRPC reviewed them.

### **September 2016**

- 405.6.2 and 405.8.2 12.7(1) – Final draft and two readings of the Promotion Advisory Committee

### **November 2016**

- 402.12 – Senate Standing Committees – reduce numbers

### **December 2016**

- 405.12.1 – Review of Faculty – procedural changes
- 405.12 – Addition of “in consultation with the dean”

Specific approved wording changes are documented in the Faculty Senate minutes.

Committee action was performed through email discussions and voting. Any items approved were done so with a majority vote (8 of 14).

#### PROMOTION ADVISORY COMMITTEE (PAC)

##### 405.6.2 (2) Promotion advisory committee (PAC).

Following tenure, a faculty member may request, through a letter to the Department head, that a promotion advisory committee be formed for him or herself. Although promotion to full professor is not required, a PAC is required to be held within the first three years following tenure to apprise the faculty member of the opportunities and expectation in regards to advancement.

The promotion advisory committee will be formed by the department head following consultation with and receiving written and/or oral input from the faculty member and in consultation with the academic dean, or vice president for extension, and, where appropriate, the chancellor or regional campus dean, within 30 days of receipt of the written request.

The promotion advisory committee shall be composed of at least five faculty members who have tenure and hold the rank of professor. The department head or supervisor shall appoint a committee chair other than him or herself and at least one member of the promotion advisory committee shall be chosen from outside the academic unit. Department heads and supervisors of the candidate shall not serve on promotion advisory committees, and no committee member may be a department head or supervisor of any other member of the committee.

The candidate may submit a request to replace committee members. If a request is made or a vacancy occurs for any other reason, the department head or supervisor may replace members of the promotion advisory committee following consultation with the faculty member and academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean.

##### **405.8.2 Faculty with Tenure**

Within three years following tenure, the promotion advisory committee shall meet with the faculty member. The meeting shall be held no later than the spring semester of the third year. The purpose of the first meeting of the promotion advisory committee is to provide guidance to the faculty member with regard to his or her performance relative to the criteria and qualifications for promotion to professor.

All promotion advisory committee members shall participate interactively in all committee meetings, either physically or by electronic conferencing. An ombudsperson must be present in person or by electronic conferencing.

The promotion advisory committee is to ensure that the faculty member has an appropriate signed role statement and that his or her performance is evaluated relative to their role statement, in the context of meeting the criteria required for achieving promotion to the rank of professor. The faculty member may request additional meetings with the promotion advisory committee if desired.

When the faculty member wishes to be considered for promotion to professor, the promotion advisory committee shall meet upon request of the faculty member during the Spring semester prior to the academic year when the candidate's dossier would go forward for promotion.

Within 30 days after any meeting with the faculty member to discuss promotion (but not the evaluative meeting in 405.8.3), the promotion advisory committee chair shall write a report on the guidance given to the faculty member based on the committee's discussion. All members of the promotion advisory committee and ombudsperson shall read and sign the final draft of the report. The report will then be sent to the candidate and his or her department head or supervisor, academic dean, the vice president for extension, or, where appropriate, the chancellor or regional campus dean.

A faculty member considering promotion to professor is strongly encouraged to consult with his or her department head or supervisor and academic dean to obtain from them additional guidance about the faculty member's readiness for promotion.

The department head or supervisor, academic dean or vice president for extension, and, where appropriate, the chancellor or regional campus dean, provost, or president may propose promotion. Such a proposal shall be referred to the faculty member and promotion advisory committee for consideration and all procedures of 405.8.3 shall be followed.

If the faculty member has asked to be considered for promotion to professor, the department head will provide an evaluation of the candidate's progress towards promotion to professor and identify any areas requiring improvement in the candidate's performance, as necessary. Copies of the department head's report will be provided to the faculty member, the promotion advisory committee, the academic dean or vice president of extension, and, where appropriate, the chancellor or regional campus dean, no later than 30 days following the meeting with the promotion advisory committee.

## 402.12 SENATE STANDING COMMITTEES

### 12.3 Academic Freedom and Tenure Committee (AFT)

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#### (2) Membership.

The Academic Freedom and Tenure Committee consists of the following members:

(a) three faculty members appointed from the elected faculty senators by the Committee on Committees each representing different colleges, and (b) one faculty member elected by and from the faculty in each of the remaining academic colleges, Regional Campuses, USU Eastern, Extension, and the Library; for a total of 12 members on this committee. and (b) three faculty members appointed from the elected faculty senators by the Committee on Committees

#### (3) Election and appointment of members; terms.

Committee members elected from the faculty shall be elected and will serve terms in accordance with policy 402.11.2. Committee members appointed from the Senate shall be selected in accordance with policy 402.12.2(4) and will serve three year terms (see also policy 402.11.2).

#### (4) Officers.

(a) Eligibility; election; term. No later than the last day of the Spring semester (before the terms of the newly elected members begin), the Committee shall elect from among its members a new chair and vice chair, each to serve a one-year term beginning July 1. Any member who has at least one year remaining in a committee term or who has been re-elected to an additional, successive term is eligible to serve as chair or vice chair.

(b) Responsibilities of the chair and vice chair. The chair shall set the agenda for and preside at Academic Freedom and Tenure Committee meetings, and appoint hearing panels as required. In

**Commented [VBW1]:** Presumably, this would not be included in the text, but should be in a comment to PRPC.

**Commented [RC2R1]:** NOTE: Three committees have no changes beyond the changes incorporated in this description including: BFW, FEC and FDDE.

**Commented [VW3]:**

**Commented [VW4R3]:**

**Commented [VW5]:** We still intend to keep (b), (5) and (6).

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the absence of the chair, the vice chair shall assume these duties. The vice chair shall be responsible for the recording of the minutes.

#### (5) Supplemental appointments.

If necessary in order to hear grievances in a timely manner, supplemental members of the Academic Freedom and Tenure Committee may be appointed by the Committee on Committees

from the elected members of the Senate. This appointment process shall be initiated by the chair of the Academic Freedom and Tenure Committee. The term of these appointees shall expire June 30 following appointment.

**(6) Hearing panels.**

Hearing panels shall be appointed as necessary to hear grievances. Four members shall be appointed by the chair of the Academic Freedom and Tenure Committee from the Academic Freedom and Tenure Committee, and the remaining member shall be an administrator who holds a faculty appointment appointed by the president of the university. Faculty members of hearing panels shall be selected by the chair of the Academic Freedom and Tenure Committee on a rotating basis. All five panel members have a vote. Even if their Academic Freedom and Tenure Committee terms expire, hearing panel members shall serve until the recommendation of the hearing panel has been submitted to the Academic Freedom and Tenure Committee and to the president of the university.

**12.4 Budget and Faculty Welfare Committee (BFW)**

The duties of the Budget and Faculty Welfare Committee are to (a) participate in the university budget preparation process; (b) periodically evaluate and report to the Senate on matters relating to faculty salaries, insurance programs, retirement benefits, sabbatical leaves, consulting policies, and other faculty benefits; (c) review the financial and budgetary implications of proposals for changes in academic degrees and programs, and report to the Senate prior to Senate action relating to such proposals; (d) report to the Senate significant fiscal and budgetary trends which may affect the academic programs of the university; and (e) provide faculty representatives for the Benefits Advisory Committee (BAC).

**(1) Membership.**

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Budget and Faculty Welfare Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(~~5~~).

**12.5 Professional Responsibilities and Procedures Committee (PRPC)**

**(1) Duties.**

The Professional Responsibilities and Procedures Committee shall advise the Faculty Senate regarding composition, interpretation, and revision of Section 400 in University Policies and Procedures. Recommended revisions shall be submitted to the Senate for its consideration. The procedures for code amendments are specified in Section 202 of the USU Policy Manual.

**Commented [VBW6]:** Sorry to be a pain. But, there is no 402.12.3(5) that is relevant. This seems to be an old carry over. Is that supposedly referring to meetings and quorum? Or, sis I miss something? The existing 402.12.3(5) refers to supplemental appointments to AFT. Where is the section you want?

**Commented [RC7R6]:** Changed it to 12.3(4)

(2) Membership.

The membership of this committee will consist of seven Faculty Senate members appointed by the Committee on Committees. These members should each come from different units across Utah State University (including Colleges, Libraries, Extension, Regional Campuses or USU Eastern), ~~election, and appointment of members;~~ Term of members; officers; and meetings and quorum of the Professional Responsibilities and Procedures Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through ~~12.3(54).~~

**Commented [VBW8]:** Do we need any words to justify this much bigger cut in numbers? Do we need to assure regional campuses, extension, etc. that they will somehow be represented? Any creative ways of assuring them without adding to the numbers? **Ronda, I am thinking more of a few words here in the tracking.**

**Commented [RC9]:** I think we leave it as is. We are currently getting more people stepping up from Eastern and RC and I do not think it is necessary to spell this out unless some express concerned.

**Commented [RC10]:** I think we can do this verbally and it does not need to be in the code.

**Commented [RC11]:** The current membership of 15 on this committee is unwieldy. It is difficult to get responses from member who know nothing about Faculty Code and are not currently serving in Faculty Senate. If it were smaller and staffed by senators it is likely to function much better. We could add that USU Eastern or Regional Campuses should always be represented.

**Commented [VBW12]:** Same comment on this reference.

## 12.6 Educational Policies Committee (EPC)

(1) Duties.

The major function of this committee shall be to serve as the Senate committee on educational policy, including program discontinuance for academic reasons (policy 406.2). In addition to conducting studies and making recommendations as specifically instructed by the Senate, the committee itself may initiate such activities. Routine actions taken under established policy, such as approval for specific course changes, additions, or deletions, shall be submitted to the Senate as information items. All policy recommendations and major actions shall be referred to the Senate for approval or disapproval. Specific duties of the Educational Policies Committee shall include consideration of standards and requirements for university designated honors such as cum laude, magna cum laude, and summa cum laude.

(2) Membership.

The Educational Policies Committee consists of the executive vice president and provost or designee; one faculty representative from each academic college, Regional Campuses, USU Eastern, ~~Extension~~, and the Library; one faculty representative from the Graduate Council; the chairs of the EPC Curriculum Subcommittee, General Education Subcommittee, Academic Standards Subcommittee, two student officers from the elected USUSA student government and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2.

**Commented [VW13]:** Without its own curriculum, Extension does not need a member on EPC

(3) Term of members.

The term of office for faculty members on the Educational Policies Committee shall be in accordance with policy 402.11.2. The term of office for student members shall be one year.

## 12.7 Faculty Evaluation Committee (FEC)

(1) Duties.

The Faculty Evaluation Committee shall (a) assess methods for evaluating faculty performance; (b) recommend improvements in methods of evaluation; and (c) decide university awards for

Eldon J. Gardner Teacher of the Year, Undergraduate Faculty Advisor of the Year, and Faculty University Service Award.

(2) Membership.

The committee shall consist of one faculty representative from each academic college, Regional Campuses, USU Eastern, Extension, and the Library, two student officers from the USUSA and one elected graduate student representative. The faculty representatives are elected to the committee in accordance with policy 402.11.2. The committee will elect a chair annually, preferably at the last meeting of the academic year.

**Commented [VBW14]:** "The faculty membership shall be parallel to that of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2). The membership shall also include two student officers from the USUSA and one elected graduate student representative. The committee will elect a chair annually, preferably at the last meeting of the academic year.

## 12.8 Faculty Diversity, Development, and Equity Committee (FDDE)

(1) Duties.

The duties of the Faculty Diversity, Development, and Equity Committee are to: (1) collect data and identify and promote best practices for faculty development, mentoring, and work environment to facilitate the success of diverse faculty at all career levels; (2) provide feedback and advocate processes for faculty recruitment, promotion, and retention that promote diversity, fair pay standards, and work/life balance for the faculty; (3) report on the status of faculty development, mentoring, diversity, and equity; and (4) make recommendations for implementation of proposals related to faculty diversity, development, and equity.

**Commented [RC15]:** We are reaching close to our limit of faculty senators. Committee on Committee struggles to fill all of the committees where senators are required (These go way beyond Fac Senate committees. I don't think we should add more Senator assignments unless we reduce requirements elsewhere.

(2) Membership.

The membership, election, and appointment of members; term of members; officers; and meetings and quorum of the Diversity, Development, and Equity Committee shall be parallel to those of the Academic Freedom and Tenure Committee, as stated in policy 402.12.3(2) through 12.3(54).

**Commented [VBW16]:** Again, 12.3(5) is out of place.



### 12.1 Annual Review of Faculty

The faculty (as defined in 401.3 and 401.4) and department head of each department shall work together in consultation with the dean to establish procedures by which all faculty shall be reviewed annually. During fall semester in preparation for spring annual reviews, procedures will be agreed upon by majority vote of the department faculty. If the procedures do not pass the majority vote, the department faculty, must establish new procedures approved by the dean before the next annual reviews begin. In the case of tenured faculty this evaluation shall encompass a multi-year window of performance that covers a five-year span (to meet the requirements of post-tenure review for tenured faculty). Such reviews shall, at a minimum, incorporate an analysis of the fulfillment of the role statement. The basic standard for appraisal shall be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position.

The department head or supervisor shall meet with the faculty member annually to review this analysis of the fulfillment of the role statement and, subsequently, provide a written report of this review to the faculty member. A copy of this report shall be sent to the academic dean or vice president for extension, and, where appropriate, chancellor or regional campus dean. The annual evaluation and recommendation letter by the department head or supervisor developed for tenure-eligible faculty as part of the promotion and tenure process (405.7.1 (3)) may not serve as a substitute for this annual review letter for salary adjustment. For faculty with term appointments, the annual review shall also include a recommendation regarding renewal of the term appointment.